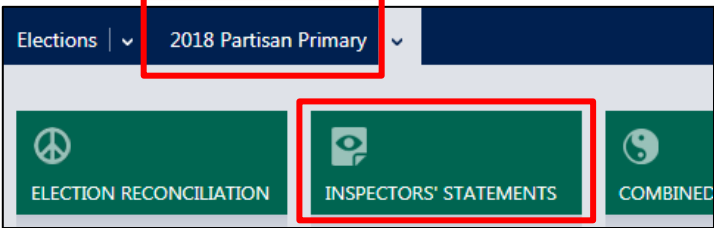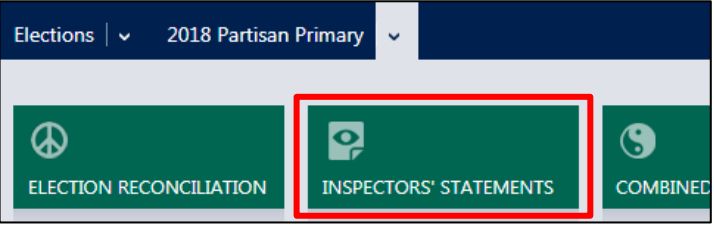# WisVote Election Checklist II: Post-Election Election Tasks
Partisan Primary Election: August 14, 2018

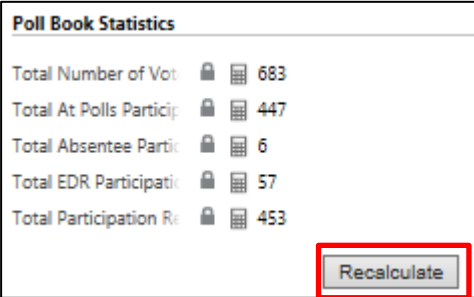**REMINDERS:**

- **NEW! Election Reconciliation** (formerly WEDC/190 forms) is **now in WisVote**. Election reconciliation is now a two-step process in WisVote, beginning with completion of the **Inspectors' Statements** and ending with Election Reconciliation. *NOTE: There is a WEDC Modernization WisVote Launch webinar scheduled for August 21 at 10:00 am, please attend if you are available.*

- **NEW! EDR Postcards Statistics** reporting **moved to WisVote** in May. See the bottom of page 4 for further guidance.

- **NEW! Election Results** (Canvass Replacement) will be in **WisVote**. *NOTE: There is a Canvass Modernization WisVote Launch webinar scheduled for August 7 at 10:00 am, please attend if you are available. Detailed instructions on entering and submitting election results will be sent separately to all County Clerks.*

- **Absentee Ballots** - All ballots <u>must</u> be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.

- **Provisional Ballots** - If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by **Friday, August 17, 2018**.

- **Election Day Registrations (EDRs)** – Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page. **EDRs should not be entered through the Voter Registration tile**.

- **ERIC Supplemental Poll List** - Voters that signed the ERIC Supplemental Poll List will need to have their record reactivated and a participation record recorded for this election. Please email the records to WEC Help Desk (Elections@wi.gov) and **do not** close your election until these voters and all voters have participation recorded.

Tasks to Complete	Details
☐ **Municipal Clerks**: Post Provisional Ballot Information; Transmit unofficial Election Night results to County	As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.
☐ **County Clerks**: Post Unofficial Election Night Results on County Website **Deadline: Election Night – August 14, 2018**	County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests. Please verify WEC has the correct link for your results: https://elections.wi.gov/clerks/directory/county-websites

☐ **If provisional ballots <u>are</u> issued on Election Day, complete Provisional Step 1 on Election Night:** Provisional Step 1: ☐ Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Tile under the Election ☐ **If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, NO ACTION is needed on Election Night.** Check the Provisionals Complete Checkpoint in WisVote no later than Friday, August 17, 2018. For further guidance refer to either: Entering a Provisional Ballot Record, page 2 Track Provisional Ballots, tutorial video	To Record a Provisional Ballot in WisVote: Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile. Enter the provisional ballots issued under the appropriate Reporting Unit. *NOTE: If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the **Provisionals Complete** Checkpoint by Friday, August 17.*
Provisional Step 2: ☐ Update Provisional Ballot Information in WisVote ☐ Provisional Step 3: Check the Provisionals Complete Checkpoint **Deadline: Friday, August 17, 2018**	Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, August 17, 2018. Update the information in the 2018 Partisan Primary under the Provisional Tile as it becomes available. Check the **Provisionals Complete** Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been updated.
☐ **N E W !** Complete Inspectors' Statements **Deadline: No Later than September 12, 2018**	Enter the information in the 2018 Partisan Primary under the Inspectors' Statements tile for each reporting unit. Instructions will be available no later than August 21, 2018.
☐ Record Rejected Absentee Ballots in WisVote View the Learning Center's new tutorial: Manage Absentee Ballots	Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason. If ballots were already marked **Returned – To Be Rejected** in WisVote, nothing further needs to be done. For ballots that were marked **Returned** but then were rejected at the polls, cancel those ballots in WisVote as <u>Rejected at Polls/MBOC</u> and provide the rejection reason.

☐ Process Absentee Ballots	Enter any absentee ballots in WisVote that were not entered prior to Election Day. All ballots must be returned in time to be delivered to the polling place no later than 8pm on Election Day. Absentee ballots that are returned **after** the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.
☐ Enter any Late Registrations in WisVote that were not entered prior to Election Day	To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog. See WisVote FAQ titled: **Add Late Registration Voters to the Post-Supplemental List**

☐ Record Voter Participation
 	
☐ Check the Poll Book Votes Recorded Checkpoint
 	
Deadline: September 13, 2018
 	
See WisVote training materials:
Voter Participation, Chapter 6.1
Record Votes, video tutorial
	Voter participation must be recorded in WisVote <u>no later</u> than 30 days after a statewide or local election. There are two methods of recording voter participation:
	
	    1) Directly select voter participation in WisVote (preferred method)
	
	    2) Scan the barcodes associated with voter records on the poll book
	
	Check the **Poll Book Votes Recorded Checkpoint** in WisVote after a jurisdiction's voter participation records have been recorded.

☐ Enter Election Day Registrations in WisVote ☐ Check the EDR Complete Checkpoint **Deadline: September 13, 2018** See WisVote training materials: Election Day Registration, Chapter 6.2 Election Day Registration, video tutorials	Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 30 days after a statewide or local election. <u>Remember to enter EDRs under the appropriate poll book using the EDR button at the top of the page</u>. **EDRs should not be entered through the Voter Registration tile.** The **EDR Complete Checkpoint** is selected after all of your jurisdiction's election day registrations have been recorded.
☐ ERIC Supplemental Poll List Voters, if applicable	Scan signed/marked ERIC Supplemental Poll List pages and fax (608-267-0500) or email to the Elections Help Desk at elections@wi.gov WEC does not need the entire ERIC Supplemental Poll List, please only send the signed/marked pages. If you process these voters on your own, WEC still would like the names of these voters for data quality purposes.
☐ Review the Printed Poll Book	Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.

☐ Review Statistics on the WisVote Poll Book Screen	Review poll book statistics section to ensure the correct number of votes has been recorded. <u>Use the **Recalculate** button, if necessary.</u> **Poll Book Statistics** Total Number of Vot… 🔒 ▦ 683 Total At Polls Particip… 🔒 ▦ 447 Total Absentee Parti… 🔒 ▦ 6 Total EDR Participati… 🔒 ▦ 57 Total Participation R… 🔒 ▦ 453 Recalculate
☐ NEW! All Municipalities Complete Election Reconciliation information (formerly WEDC/190 forms) **Deadline: September 13, 2018**	Review the information in the 2018 Partisan Primary under the Election Reconciliation tile for each reporting unit. Elections ⌄ 2018 Partisan Primary ⌄ ☮ ELECTION RECONCILIATION ◉ INSPECTORS' STATEMENTS ☯ COMBINED Instructions will be available no later than August 21, 2018.
☐ Check the Election Closed Checkpoint	*Reminder: Election Cost Reports are no longer required.* Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, automatically WisVote will: 1) Deactivate all election specific absentee applications 2) Mark all not returned ballots as **Ballot Not Returned by Deadline** 3) Mark all returned to be rejected ballots as **Rejected at Polls/MBOC** 4) Archive reporting units used in this election and unlock your Election Plan, so it can be edited for future elections
☐ Enter EDR Postcard Statistics **Deadline: November 12, 2018**	The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics <u>in WisVote</u>. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update monthly, should information change. A clerk communication with reporting instructions may be found at https://elections.wi.gov/node/5826. Please be sure to **complete step 7** of these instructions; many users are overlooking this step.

Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov